



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON DC 20310-0600



DAIM-ED (200-1a)

7 July 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY99 Secretary of the Army Environmental Awards Guidance

1. The guidance for the FY99 Secretary of the Army Environmental Awards is at enclosure 1. **The Army is using the draft FY99 Secretary of Defense Environmental Security Awards (DOD Awards) guidance.** Note that three additional awards have been proposed: Environmental Quality, Overseas Installation; Environmental Quality, Overseas Individual/Team; and Environmental Cleanup, Restoration Advisory Board. Final DOD guidance will be posted on the U.S. Army Environmental Center's (USAEC) web page <http://aec.army.mil/> when made official.

2. The MACOMs may submit one nomination for each award category. However, last year's winners cannot be submitted for consideration this year within the same category. Nominations must include a completed summary sheet, located at enclosure 2.

3. Electronic copies of nominations prepared in Microsoft Word 97 may be sent to the point of contact (POC) listed below or saved on a 3 1/2" floppy disk and mailed to the following address NLT 8 Oct 99:

Commander
U.S. Army Environmental Center
ATTN: SFIM-AEC-EQS (Ms. Sujata Ghosh)
5179 Hoadley Road, Building E4460
Aberdeen Proving Ground, MD 21010-5401.

4. A winner will be selected in each category, and these winners will represent the Army in DOD competition. Army winners will be chosen on the basis of content rather than presentation. Solid programs that demonstrate the Army's accomplishments in environmental stewardship will be selected. Scoring sheets that will be used by the Army judges are at enclosure 3; scoring sheets for the new categories will be developed as the guidance is finalized. Enclosure 4 provides an evaluation of winning nominations. It shows the traits past winners had in common and may be helpful in developing your nomination.

5. Upon receiving the Secretary of the Army's approval, winners of the Secretary of the Army Environmental Awards will be announced by the Assistant Chief of Staff for Installation Management in mid-December. The USAEC will contact the winning MACOMs and offer guidance and support to prepare for DOD competition.

6. I encourage you to seek maximum participation in this year's program. The Army has many programs worthy of recognition.

7. The POC for the Secretary of the Army Environmental Awards program is Ms. Sujata Ghosh, USAEC, DSN 584-1692 or (410) 436-1692; e-mail: sgghosh@aec.apgea.army.mil; facsimile (410) 436-1695.

4 Encls
as

ROBERT L. VAN ANTWERP, JR.
Major General, GS
Assistant Chief of Staff
for Installation Management

DISTRIBUTION:
COMMANDER

U.S. ARMY TRAINING AND DOCTRINE COMMAND, ATTN: ATBO-SE, FORT
MONROE, VA 23651-5000

U.S. ARMY MATERIEL COMMAND, ATTN: AMCEN-A, AMCRD-E, 5001
EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

U.S. ARMY FORCES COMMAND, ATTN: AFPI-ENE, FORT MCPHERSON, GA
30330-6000

U.S. ARMY, EUROPE, AND SEVENTH ARMY, ATTN: AEAEN-ENVR, UNIT 29351,
APO AE 09014

U.S. ARMY, PACIFIC, ATTN: APEN-E, FORT SHAFTER, HI 96858-5100

U.S. ARMY CORPS OF ENGINEERS, ATTN: CECW-PO, CEMP-RT, 20
MASSACHUSETTS AVENUE, NW., WASHINGTON, DC 20314-1000

U.S. ARMY MEDICAL COMMAND, ATTN: MCFA-E, 2050 WORTH ROAD, FORT
SAM HOUSTON, TX 78234-6000

EIGHTH U.S. ARMY, ATTN: EAEN-E, UNIT 15236, APO AP 96205-0009

U.S. ARMY MILITARY DISTRICT OF WASHINGTON, ATTN: ANEN-ES,
BUILDING 42, FORT LESLEY J. MCNAIR, WASHINGTON, DC 20319-5050

U.S. ARMY INTELLIGENCE AND SECURITY COMMAND, ATTN: IALOG-I,
8825 BEULAH STREET, FORT BELVOIR, VA 22060-5246

U.S. ARMY SPECIAL OPERATIONS COMMAND, ATTN: AOEN, FORT BRAGG, NC
28307-5200

MILITARY TRAFFIC MANAGEMENT COMMAND, ATTN: MTPAL-FE, 5611
COLUMBIA PIKE, FALLS CHURCH, VA 22041-5050
U.S. ARMY, SOUTH, ATTN: SOEN-M, UNIT 7112, APO AA 34004-5000
U.S. ARMY CRIMINAL INVESTIGATION COMMAND, ATTN: CIPL-EN, 6010 6TH
STREET, FORT BELVOIR, VA 22060-5506

U.S. ARMY CENTRAL COMMAND, ATTN: AFRD-EN-E, FORT MCPHERSON, GA
30330-7000
U.S. ARMY RESERVE COMMAND, ATTN: AFRC-ENV, 1401 DESHLER STREET,
SW., FORT MCPHERSON, GA 30330-2000
U.S. ARMY SIGNAL COMMAND, ATTN: AFSC-EN, FORT HUACHUCA, AZ 85613-
5000

DEPUTY COMMANDER, U.S. ARMY SPACE AND MISSILE DEFENSE COMMAND,
ATTN: SMDC-EN-V, P.O. BOX 1500, 106 WYNN DRIVE, HUNTSVILLE, AL 35807-
3801

CHIEF, NATIONAL GUARD BUREAU, ATTN: NGB-ARE, ARMY NATIONAL GUARD
READINESS CENTER, 111 SOUTH GEORGE MASON DRIVE, ARLINGTON, VA
22204-1382

SUPERINTENDENT, U.S. MILITARY ACADEMY, ATTN: MAEN-EV, BUILDING 667B,
WEST POINT, NY 10996-1592

**SECRETARY OF DEFENSE
ENVIRONMENTAL SECURITY AWARDS
GUIDELINES**

DESCRIPTION OF AWARDS

1. Natural Resources Conservation Award – Installations/Civil Works Facilities/CWFs (TABs A1,3) and Individual/Team (TABs A2,3)

PURPOSE: To recognize efforts to promote the conservation of natural resources, including the identification, protection, and restoration of biological resources and habitats; the sound management and use of the land and its resources; and the promotion of the conservation ethic. Environmentally beneficial landscaping is also a factor in this award. Nominations may be: (a) from any level of the Military Departments or Defense Agencies and (b) any US Military active or closing installation/civil works facility worldwide.

INSTALLATIONS: In order to recognize smaller, as well as larger, installations, a small installation and a large installation will each win an award. Small installations have 10,000 acres or less total acreage, including leased and military-owned or administered outlying ranges or training practice areas. Large installations have more than 10,000 acres of total acreage, including leased and military-owned or administered outlying ranges or training practice areas.

INDIVIDUAL OR TEAM: Presented to any person or team, consisting of two or more persons, who has made significant and lasting contributions to the conservation of natural resources. If nominated for an individual award, the nominee must be a DoD civilian employee or a member of the U.S. Armed Forces. If nominated for a team award, one or more, but not all, of the members of the team may be contractor employees; the other team members must be DoD civilian employees or members of the U.S. Armed Forces.

ACHIEVEMENT PERIOD: Based on achievements made during the preceding three fiscal years, inclusive of the award fiscal year.

2. Cultural Resources Management Award – Installation/CWF (TABs B1,3) and Individual/Team (TABs B2,3)

PURPOSE: To recognize efforts to promote the management of cultural resources, including historical building, archaeological sites, Native American items and sites, curation, and the promotion of the cultural resources conservation ethic. Nominations may be: (a) from any level of the Military Departments or Defense Agencies and (b) any US Military active or closing installation/civil works facility worldwide.

INSTALLATION: Type or size of installation does not matter.

INDIVIDUAL OR TEAM: Presented to any person or team, consisting of two or more persons, who has made significant and lasting contributions to the management of cultural resources. If nominated for an individual award, the nominee must be a DoD civilian employee or a member of the U.S. Armed Forces. If nominated for a team award, one or more, but not all, of the members of the team may be contractor employees; the other team members must be DoD civilian employees or members of the U.S. Armed Forces.

ACHIEVEMENT PERIOD: Based on achievements made during the preceding three fiscal years, inclusive of the award fiscal year.

2. Environmental Quality Award – Installations/CWFs (TABs C1,3) and Individual/Team (TABs C2,3)

PURPOSE: To recognize efforts to protect human health and the environment by achieving full and sustained compliance with all applicable environmental requirements. Include pollution prevention efforts that achieve compliance in the areas of environmental planning, waste management, and pollution control. Nominations may be: (a) from any level of the Military Departments or Defense Agencies and (b) any US Military active or closing installation/civil works facility worldwide.

INSTALLATIONS: In order to recognize the effect of different missions of installations, an industrial installation and a non-industrial installation will each win an award. An industrial installation has a primary mission of producing, maintaining, or rehabilitating military equipment. Ranges, test centers, research and development (R&D), and Civil Works facilities should compete in the non-industrial category.

INDIVIDUAL OR TEAM: Presented to any person or team, consisting of two or more persons, who has made significant and lasting contributions to environmental quality. If nominated for an individual award, the nominee must be a DoD civilian employee or a member of the U.S. Armed Forces. If nominated for a team award, one or more, but not all, of the members of the team may be contractor employees; the other team members must be DoD civilian employees or members of the U.S. Armed Forces.

ACHIEVEMENT PERIOD: Based on achievements made during the preceding two fiscal years, inclusive of the award fiscal year.

3. Pollution Prevention Award – Installations/CWFs (TABs D1,3) and Individual/Team (TABs D2,3)

PURPOSE: To recognize efforts to prevent pollution at the source, including practices that reduce or eliminate the creation of pollutants through increased efficiency in the use of raw materials, energy, water, or other resources. Nominations may be: (a) from any level of the Military Departments or Defense Agencies and (b) any US Military active or closing installation/civil works facility worldwide.

INSTALLATIONS: In order to recognize the effect of different missions of installations, an industrial installation and a non-industrial installation will each win an award. An industrial installation has a primary mission of producing, maintaining, or rehabilitating military equipment. Ranges, test centers, research and development (R&D), and civil works facilities should compete in the non-industrial category.

INDIVIDUAL/TEAM: Presented to any person or team, consisting of two or more persons, who has made significant and lasting contributions to pollution prevention. If nominated for an individual award, the nominee must be a DoD civilian employee or member of the U.S. Armed Forces. If nominated for a team award, one or more, but not all, of the members of the team may be contractor employees; the other team members must be DoD civilian employees or members of the U.S. Armed Forces.

ACHIEVEMENT PERIOD: Based on achievements made during the preceding two fiscal years, inclusive of the award fiscal year.

4. Pollution Prevention Award — Weapon System Acquisition Team (TAB D4)

PURPOSE: To recognize efforts to incorporate pollution prevention into the acquisition of weapon systems. Nominations may be from any level of the Military Departments or Defense Agencies.

TEAM: Presented to a team, consisting of two or more persons, working within the weapon system acquisition community from any level of the Military Departments or Defense Agencies. One or more, but not all, of the members of the team may be contractor employees; the other team members must be DoD civilian employees or members of the U.S. Armed Forces.

ACHIEVEMENT PERIOD: Based on achievements made during the preceding two fiscal years, inclusive of the award fiscal year.

5. Recycling Award – Installations/CWFs (TABs E1,3) and Individual/Team (TABs E2,3)

PURPOSE: To recognize efforts to prevent pollution through: (a) efforts to divert materials from the waste stream for recycling and (b) affirmative procurement programs to encourage the purchase of products made from recycled material. Nominations may be: (a) from any level of the Military Departments or Defense Agencies and (b) any US Military active or closing installation/civil works facility worldwide.

INSTALLATIONS: In order to recognize the effect of different missions of installations/CWFs, an industrial installation and a non-industrial installation/CWF will each win an award. An industrial installation has a primary mission of producing, maintaining, or rehabilitating military equipment. Ranges, test centers, research and development (R&D), and civil works facilities should compete in the non-industrial category. Installations must demonstrate outstanding performance in the areas of: (a) waste stream diversion for recycling and (b) affirmative procurement.

INDIVIDUAL OR TEAM: Presented to any person or team, consisting of two or more persons, who has made significant and lasting contributions to: (a) waste stream diversion for recycling or (b) affirmative procurement. If nominated for an individual award, the nominee must be a DoD civilian employee or a member of the U.S. Armed Forces. If nominated for a team award, one or more, but not all, of the members of the team may be contractor employees; the other team members must be DoD civilian employees or members of the U.S. Armed Forces.

ACHIEVEMENT PERIOD: Based on achievements made during the preceding two fiscal years, inclusive of the award fiscal year.

6. Environmental Cleanup Award – Installation/CWF (TAB F1) and Individual/Team (TAB F2)

PURPOSE: To recognize efforts to protect human health and the environment by cleaning up identified DoD sites, in a timely, cost-efficient, and responsive manner. Nominations may be: (a) from any level of the Military Departments or Defense Agencies and (b) any US Military active or closing installation/civil works facility within the 50 United States and US Territories.

INSTALLATION: Type or size of the installation does not matter.

INDIVIDUAL OR TEAM: Presented to any person or team, consisting of two or more persons, who has made significant and lasting contributions to environmental cleanup. If nominated for an individual award, the nominee must be a DoD civilian employee or a member of the U.S. Armed Forces. If nominated for a team award, one or more, but not all, of the members of the team may be contractor employees; the other team members must be DoD civilian employees or members of the U.S. Armed Forces.

ACHIEVEMENT PERIOD: Based on achievements made during the preceding two fiscal years, inclusive of the award fiscal year.

NOMINATION PROCESS

Each Military Service (through its Military Department) and Defense Agency may submit one nomination, for each of the 17 awards identified above, to the Deputy Under Secretary of Defense (Environmental Security) (DUSD(ES)) no later than eight weeks prior to the date of awards ceremony. Installations, individuals, and teams that won the Secretary of Defense Environmental Security Award for a given category for FY 1997 are ineligible to compete within the same category using the same accomplishments for FY 1998.

Nominations shall be in narrative style, and include responses to the applicable items listed in TABs A-F. Each nomination shall consist of single-spaced text and may use graphics, e.g., tables, charts, diagrams, photographs, maps, to clarify accomplishments, but not videos or music. The text of installation nominations shall consist of 7,000 words or less. The text of individual and team nominations shall consist of 3,000 words or less.

Each nomination shall also include: (1) the name, mailing address, and telephone number (commercial and DSN) of the nominee, i.e., installation/CWF point of contact (PoC), individual, or team PoC; (2) name, mailing address, and telephone and fax numbers (commercial and DSN) of the financial PoC for the nominee's installation (for use in the event the nominee wins a cash award); and (3) a paragraph of up to six sentences summarizing the achievements of the nominee, using quantitative examples, suitable to print in the awards ceremony handout, and be read during the awards ceremony (the latter should the nominee win).

A panel of judges will evaluate the nominations based using key points (TAB G) covered in the information provided in the nominations. Nominating Military Services or Defense Agencies are responsible to clear nominations for public release.

**FORMAT FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL SECURITY AWARD**

AWARD CATEGORIES

“NATURAL RESOURCES CONSERVATION—SMALL INSTALLATION/CWF”

“NATURAL RESOURCES CONSERVATION—LARGE INSTALLATION/CWF”

INTRODUCTION Describe the mission, approximate civilian and military population (unless classified), and total acreage of the nominee. List the total acres under the nominee’s integrated natural resources management plan, followed by a description of the component acreage under the natural resources management program, e.g., improved, semi-improved, and unimproved acreage; acres of managed forests, wildlife, grazing, agriculture, unique natural areas, lakes, or wetlands; miles of streams or coastline; and acres available for hunting, fishing, and other outdoor recreation. List significant natural features of the nominee, such as geological, botanical, and archeological assets.

BACKGROUND Provide the dates of preparation or revision of the nominee’s Integrated Natural Resources Management Plan (INRMP). List the cooperative agreements that support the INRMP and their dates of preparation or revision. Describe the organization and staffing of the nominee’s natural resources management program. Describe any committees or boards that influence the nominee’s natural resources management program.

PROGRAM SUMMARY Describe the most outstanding program features of the preceding three fiscal years, inclusive of the award fiscal year. Describe the objectives of the natural resources management plan and the degree of attainment of each objective during that period.

ACCOMPLISHMENTS Describe the most outstanding accomplishments during the preceding three fiscal years, inclusive of the award fiscal year, in TAB A3. Describe: (1) how well the nominee managed the program, (2) the program’s technical merits, (3) how well the program supported the military readiness/civil works mission, (4) how effectively the program’s lessons learned may be transferred from the nominee to others, (5) the nominee’s success in involving the local community in the program, and (6) the breadth of the program (see TAB G).

**FORMAT FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL SECURITY AWARD**

**AWARD CATEGORY
“NATURAL RESOURCES CONSERVATION—INDIVIDUAL/TEAM”**

BACKGROUND List the individual's, or each team member's, name, title or position, and employing organization.

POSITION DESCRIPTION Provide a summary of the nominee's major routine duties and responsibilities during the preceding three fiscal years, inclusive of the award fiscal year.

ACCOMPLISHMENTS Describe the most outstanding accomplishments (see TAB A3) of the nominee during the preceding three fiscal years, inclusive of the award fiscal year. Describe: (1) how well the nominee managed the program, (2) the program's technical merits, (3) how well the program supported the military readiness/civil works mission, (4) how effectively the program's lessons learned may be transferred from the nominee to others, (5) the nominee's success in involving the local community in the program, and (6) the breadth of the program (see TAB G).

AWARDS AND SERVICES List and describe awards and other special natural resources conservation recognition given to the nominee during the preceding five fiscal years, inclusive of the award fiscal year. Describe related professional achievements, including community service work and participation in professional organizations.

NATURAL RESOURCES CONSERVATION ACCOMPLISHMENTS

Overall Conservation Management

1. Multiple-use coordination of forestry, land use management, outdoor recreation, wildlife, esthetics, and threatened and endangered species with the military/civil works mission and other operations
2. Improvements in planning, programming, and budgeting to support the conservation program
3. Use of alternative management approaches, technologies, and staffing to enhance the conservation program

Ecosystem Management

Application of principles and guidelines of ecosystem management in a regional planning context, to include consideration of economic, social, and environmental factors

Land Use Management

1. Erosion control and other water quality protection
2. Water conservation
3. Agricultural land management, including prime and unique farmland protection and out-leasing programs
4. Natural resources improvements and benefits due to out-leases
5. Environmentally beneficial landscaping and native plant conservation
6. Coordination and cooperation with U.S. Department of Agriculture Natural Resources Conservation Service, County Agricultural Extension Service, and/or other land management agencies

Forest Management

1. Reforestation
2. Timber stand improvement
3. Use of prescribed burning
4. Establishment and protection of unique forest areas
5. Cooperative efforts with U.S. Forest Service, state forester, and similar groups or agencies
6. Commercial forestry program

Fish and Wildlife

1. Variety of species and habitats
2. Protection of Federal and State listed threatened and endangered species and their habitats
3. Game and non-game fish and wildlife habitat improvements
4. Reintroductions and stockings of native species
5. Degree of access and use of hunting and fishing opportunities by the nominee's personnel and the general public
6. Improvements in permit program; fee schedule for hunting, fishing, or other opportunities

7. Identification and protection of significant wildlife resources
8. Protection and enhancement of biodiversity
9. Coordination and cooperation with U.S. Fish and Wildlife Service, and other fish and wildlife agencies

Other Natural Resources

1. Camping, bird-watching, and trails (nature, hiking, and watchable wildlife)
2. Off-road vehicle use and control
3. Permit program
4. Estimated number of users, e.g., general public and DoD personnel
5. Cooperation and coordination with Federal, State, and local outdoor recreation agencies

Pest Management

1. Applications of integrated pest management that support and improve the nominee's natural resources management program, especially procedures that reduce required pesticide applications
2. Efforts to control pests and nuisance and nonnative invasive species that impact the nominee's natural resources

Conservation Education (on and off nominee's property)

1. Natural resources management regulations and enforcement program
2. Gun and water safety, woodsmanship, camping, and outdoor ethics programs
3. Scouting, public school classes, and other group activities related to natural resources conservation
4. Research, development and demonstration/validation activities

Community Relations

1. Public awareness programs and involvement in natural resources conservation programs on and off the nominee's property
2. Affiliation of the nominee's personnel with civic and private natural resources conservation organizations and academic institutions
3. Cooperation with Federal, State, local, and private natural resources conservation organizations and academic institutions
4. Volunteer and partnership programs, e.g., level of participation, benefits to the nominee

Environmental Enhancement

How accomplishments and improvements in the natural resources management program have improved the quality of life for the nominee's personnel and for surrounding communities

Mission Enhancement

How accomplishments and improvements in the natural resources management program have enhanced the ability of the nominee to carry out its military/civil works mission

Natural Resources Compliance Program

1. Interaction with regulators, inspectors, auditors, etc.

2. Budget data to illustrate adequate funding is budgeted and received
3. Natural resources damage assessment efforts

**FORMAT FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL SECURITY AWARD**

**AWARD CATEGORIES
“CULTURAL RESOURCES MANAGEMENT—INSTALLATION/CWF”**

INTRODUCTION Describe the mission, approximate civilian and military population (unless classified), and total acreage of the nominee. List the total acres covered by the nominee’s integrated cultural resources management plan. Summarize the historical context of the nominee. Summarize types of cultural resources managed.

BACKGROUND List all components of the integrated cultural resources management plan and the dates of preparation or revision of its component parts. List major resource features and their National Register status. List the programmatic agreements, memoranda of agreement, and/or comprehensive agreements developed between the nominee and governmental or other organizations, and their dates of preparation or revision. Describe the organization and staffing of the nominee’s cultural resources management program. Describe any committees or boards that influence the nominee’s cultural resources management program.

PROGRAM SUMMARY Describe the most outstanding program features of the preceding three fiscal years, inclusive of the award fiscal year. Describe the objectives of the integrated cultural resources management plan and the degree of attainment of each objective during that period.

ACCOMPLISHMENTS Describe the most outstanding accomplishments during the preceding three fiscal years, inclusive of the award fiscal year, in TAB B3. Describe: (1) how well the nominee managed the program, (2) the program’s technical merits, (3) how well the program supported the military readiness/civil works mission, (4) how effectively the program’s lessons learned may be transferred from the nominee to others, (5) the nominee’s success in involving the local community in the program, and (6) the breadth of the program (see TAB G).

**FORMAT FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL SECURITY AWARD**

**AWARD CATEGORY
“CULTURAL RESOURCES MANAGEMENT—INDIVIDUAL/TEAM”**

BACKGROUND List the individual's, or each team member's, name, title or position, and employing organization.

POSITION DESCRIPTION Provide a summary of the nominee's major routine duties and responsibilities during the preceding three fiscal years, inclusive of the award fiscal year.

ACCOMPLISHMENTS Describe the most outstanding accomplishments (see TAB B3) of the nominee during the preceding three fiscal years, inclusive of the award fiscal year. Describe: (1) how well the nominee managed the program, (2) the program's technical merits, (3) how well the program supported the military readiness/civil works mission, (4) how effectively the program's lessons learned may be transferred from the nominee to others, (5) the nominee's success in involving the local community in the program, and (6) the breadth of the program (see TAB G).

AWARDS AND SERVICES List and describe awards and other special cultural resources management recognition given to the nominee during the preceding five fiscal years, inclusive of the award fiscal year. Describe related professional achievements, including community service work and participation in professional organizations.

CULTURAL RESOURCES MANAGEMENT ACCOMPLISHMENTS

Overall Cultural Resources Management

1. Improvements in planning, programming, and budgeting to support cultural resources management
2. Use of alternative management approaches, techniques, and staffing to enhance the program
3. Coordination of cultural resources management with mission operations, natural resource management operations, and general operations such as construction, building maintenance and repair, etc.
4. Status of cultural resources management plan, inventory status including percent complete, and status of National Register nominations

Historic Buildings and Structures

1. Maintenance and repair (including cost effective measures)
2. Rehabilitation (including economic analysis)
3. Adaptive reuse

Archeological Resources

1. Sites inventoried and/or evaluated for National Register nomination
2. Site protection/compliance enforcement
3. Data recovery efforts
4. Public interpretation efforts
5. Research initiatives and scientific contributions
6. Artifact recovery vs. In situ protection

Native American Program

1. Cultural items
2. Sacred sites
3. Natural resources uses (including subsistence and ceremonial)
4. Access provisions
5. Consultation

Curation

1. Curation facility provisions
2. Collections management

Cultural Resources Awareness and Education (on and off nominee property)

1. Awareness programs for the nominee's military and civilian personnel
2. Scouting, public school classes, and other group activities related to cultural resources conservation
3. Contributions to educational programs at academic institutions

Community Relations

1. Public awareness programs and involvement in cultural resources preservation efforts on and off the nominee's property

2. Affiliation of the nominee's personnel with civic and private cultural resource conservation organizations and academic institutions
3. Cooperation with Federal, State, Tribal, local, and private cultural resources conservation organizations and academic institutions
4. Volunteer and partnership programs, e.g. level of participation, benefits to the nominee

Environmental Enhancement

How accomplishments and improvements in the cultural resources management program have improved the quality of life for the nominee's personnel and for surrounding communities

Mission Enhancement

How accomplishments and improvements in the cultural resources management program have enhanced the ability of the nominee to carry out its military/civil works mission

Cultural Resources Compliance

1. Interaction with National Park Service, State Historic Preservation Office, Advisory Council on Historic Preservation, Native American tribes, and community groups
2. Budget data to illustrate adequate funding is budgeted and received
3. Enforcement of requirements for consultations prior to initiating actions with effects on cultural resources
4. Enforcement of legal protections
5. Examples of success in managing significant or complex cultural resources compliance issues

**FORMAT FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL SECURITY AWARD**

AWARD CATEGORIES
“ENVIRONMENTAL QUALITY—INDUSTRIAL INSTALLATION”
“ENVIRONMENTAL QUALITY—NON-INDUSTRIAL INSTALLATION/CWF”

INTRODUCTION Describe the mission, approximate civilian and military population (unless classified), and total acreage of the nominee. Describe the environmental, geographical, political, economic, and community setting of the nominee.

BACKGROUND Summarize the environmental challenges affecting the nominee. Describe the organization and staffing of the nominee’s environmental management program and the management approach employed. Describe any nominee and community committees, boards, and partnerships that influence the nominee’s environmental management program. Describe significant environmental plans and agreements, including the dates of preparation or latest revision.

PROGRAM SUMMARY Describe the objectives of the environmental management program, and the degree to which the nominee attained each objective during the preceding two fiscal years, inclusive of the award fiscal year. Describe the most outstanding features of the program during that period. Describe what is unique about the program, its cost effectiveness, and whether it goes beyond meeting statutory and regulatory requirements.

ACCOMPLISHMENTS Describe the most outstanding accomplishments and how they improved the nominee’s environmental quality during the preceding two fiscal years, inclusive of the award fiscal year, in TAB C3. Describe: (1) how well the nominee managed the program, (2) the program’s technical merits, (3) how well the program supported the military readiness/civil works mission, (4) how effectively the program’s lessons learned may be transferred from the nominee to others, (5) the nominee’s success in involving the local community in the program, and (6) the breadth of the program (see TAB G).

**FORMAT FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL SECURITY AWARD**

**AWARD CATEGORY
“ENVIRONMENTAL QUALITY—INDIVIDUAL/TEAM”**

BACKGROUND List the individual's, or each team member's, name, title or position, and employing organization.

POSITION DESCRIPTION Provide a summary of the nominee's major routine duties and responsibilities during the preceding two fiscal years, inclusive of the award fiscal year.

ACCOMPLISHMENTS Describe the most outstanding accomplishments (see TAB C3) of the nominee during the preceding two fiscal years, inclusive of the award fiscal year. Describe: (1) how well the nominee managed the program, (2) the program's technical merits, (3) how well the program supported the military readiness/civil works mission, (4) how effectively the program's lessons learned may be transferred from the nominee to others, (5) the nominee's success in involving the local community in the program, and (6) the breadth of the program (see TAB G).

AWARDS AND SERVICES List and describe awards and other special environmental management recognition given to the nominee during the preceding five fiscal years, inclusive of the award fiscal year. Describe related professional achievements, including community service work and participation in professional organizations

ENVIRONMENTAL QUALITY ACCOMPLISHMENTS

Air Pollution Control

1. Permits, compliance records, and operating plant/facility improvements
2. Emission sampling and ambient air monitoring
3. Control of activities in consideration of meteorological conditions
4. Participation in regional air quality planning and protection

Water Pollution Control

1. Permits, compliance records, and operating plant/facility improvements
2. Management of point and non-point sources
3. Spill prevention and response
4. Water conservation
5. Drinking water protection
6. Ground water protection

Noise Pollution Control

1. Noise sources and management methods
2. Planning and zoning activities

Radiation Pollution Control

1. Radiation sources (unclassified only)
2. Control and management methods

Waste Management and Resource Recovery

1. Solid (municipal) waste management
2. Toxic and hazardous waste management

Pest Management

1. Integrated pest management program elements and management methods
2. Reductions in pesticide use, e.g., pounds of active ingredients and use of safer pesticides

Environmental Research and Education (on and off nominee's property)

1. Programs to enhance environmental ethics and awareness
2. Environmental research, development, and technology demonstration/validation projects
3. Community involvement and activities, and affiliation of the nominee's personnel with civic and local environmental organizations
4. Cooperation with Federal, State, and local agencies, organizations, and academic institutions

Environmental Compliance Assessment and Management Program

1. Self-assessments and follow-up
2. Interaction with regulators with regard to inspections, notices of violation (NOVs), agreements, fines and penalties, and other regulatory actions
3. Budget data to illustrate adequate funding is budgeted and received

4. Long-term planning for full and sustained compliance
5. Training programs

National Environmental Policy Act (NEPA) Planning

1. NEPA reinvention, application of innovative environmental analysis, partnering, flexibility in analysis, and cost reduction.
2. Scoping and/or focusing analysis in order to streamline the process of identifying the proposed action, appropriate alternatives, and mitigation measures
3. Setting objectives and goals.
4. Developing a plan of action.

NEPA Analysis

1. Proposals analyzed, decisions made, and the NEPA process executed for each proposal.
2. Coordination and public involvement techniques employed, and their effectiveness.
3. Methodology for integrating environmental analyses into planning and decision making.
4. Results of impact mitigation measures.

NEPA Implementation

1. Actions to engage in cooperative consultation with other Federal, State, and local agencies; and Indian tribes.
2. Management of public participation.
3. Examples of ensuring editorial excellence, including readability and brevity.
4. Use of time management techniques and the results; including the amount of time that elapsed between scoping and issuance of the final product.
5. Innovative approaches used in environmental analysis and whether the innovations were institutionalized.
6. Controls incorporated to monitor the environmental effects of the proposed action and the mitigation measures adopted.

Compliance with Executive Order (EO) 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Population," February 11, 1994

1. How the nominee incorporated the analysis required by EO 12898 into the NEPA process.
2. How the nominee identified, and the methods used to analyze, any disproportionate impacts on minority or low-income communities, as appropriate.

**FORMAT FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL SECURITY AWARD**

**AWARD CATEGORIES
“POLLUTION PREVENTION—INDUSTRIAL INSTALLATION”
“POLLUTION PREVENTION—NON-INDUSTRIAL INSTALLATION/CWF”**

INTRODUCTION Describe the mission, approximate civilian and military population (unless classified) and total acreage of the nominee.

BACKGROUND Summarize the environmental challenges affecting the nominee. Describe the organization and staffing of the nominee’s environmental program, including the functional offices represented and the management approach used. Describe any organization, community, or boards that influence the pollution prevention program.

PROGRAM SUMMARY Describe the objectives of the pollution prevention program and the degree of attainment of each objective during the preceding two fiscal years, inclusive of the award fiscal year. Describe the most outstanding features of the program during that period.

ACCOMPLISHMENTS Describe the most outstanding accomplishments during the preceding two fiscal years, inclusive of the award fiscal year, in TAB D3. Describe: (1) how well the nominee managed the program, (2) the program’s technical merits, (3) how well the program supported the military readiness/civil works mission, (4) how effectively the program’s lessons learned may be transferred from the nominee to others, (5) the nominee’s success in involving the local community in the program, and (6) the breadth of the program (see TAB G).

**FORMAT FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL SECURITY AWARD**

**AWARD CATEGORY
“POLLUTION PREVENTION—INDIVIDUAL/TEAM”**

BACKGROUND List the individual nominee's name, title or position, and employing organization.

POSITION DESCRIPTION Provide a summary of the nominee 's major routine duties and responsibilities during the preceding two fiscal years, inclusive of the award fiscal year.

ACCOMPLISHMENTS Describe the most outstanding accomplishments (see TAB D3) of the nominee during the preceding two fiscal years, inclusive of the award fiscal year. Describe: (1) how well the nominee managed the program, (2) the program's technical merits, (3) how well the program supported the military readiness/civil works mission, (4) how effectively the program's lessons learned may be transferred from the nominee to others, (5) the nominee's success in involving the local community in the program, and (6) the breadth of the program (see TAB G).

AWARDS AND SERVICES List and describe awards and other special pollution prevention recognition given to the individual during the preceding five fiscal years, inclusive of the award fiscal year. Describe related professional achievements, including community service work and participation in professional organizations

POLLUTION PREVENTION ACCOMPLISHMENTS

Material Substitution

1. Describe steps taken to identify standardization documents, e.g. Military specifications and standards, technical orders, technical manuals, and maintenance requirements cards, that required the use of substances regulated by Federal and State environmental laws. For any standardization documents identified, describe steps taken to revise the standardization documents to eliminate language that required use of environmentally regulated substances.
2. Describe efforts to identify possible alternatives to environmentally harmful substances.
3. Describe efforts to determine whether or not the substitutes were effective.
4. Describe the environmental problems that the substituting material can or did eliminate.
5. Identify the processes impacted by the material substitution, and explain if the substitution is transferable to other processes on the nominee's property or at other DoD locations.

Process Modification or Improvement

1. Describe the original process, including cost to operate, length, efficiency, and environmental impacts.
2. Describe changes to the process, including cost to operate, length, efficiency, and environmental impact.
3. Describe risk, cost, emissions, and/or hazardous material use reductions achieved.
4. Describe the ability to transfer the improvement/modification to other processes on the nominee's property, the Component's other locations, and other Military Departments' locations.

Improved Material Management

1. Describe how the nominee has changed its material management practices to reduce environmental liabilities.
2. Describe measurable results achieved with the change. For example: decrease in hazardous waste generated; decrease in hazardous waste disposed of by volume and cost; reduced risk to workers; reduced fines, penalties and notices of violation; and costs savings, e.g., reduced procurement of materials.

Compliance with Executive Order (EO) 12856, "Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements," August 3, 1993

1. Describe how the nominee has met the requirements of section 3-302, "Toxic Chemical Reduction Goals," of EO 12856.
2. Describe how the nominee has met the requirements of section 3-304, "Toxics Release Inventory/Pollution Prevention Act Reporting," of EO 12856.
3. Describe how the nominee has met the requirements of section 3-305, "Emergency Planning and Community Right-to-Know Reporting Responsibilities," of EO 12856.

Education and Outreach

1. Describe programs to enhance pollution prevention awareness at any level or any functional area of the Military Department or Defense Agency.
2. Describe community involvement, activities, and affiliations with civic and environmental organizations.
3. Describe cooperation with Federal, State, and local agencies, organizations, and academic institutions.

Research, Development, and Technology Demonstration/Validation

1. Describe relationship to user needs.
2. Describe demonstration of results.
3. Describe plans for implementation.

Reductions Achieved

1. Identify start and end point.
2. Describe the method of measurement.
3. Explain the cost savings.
4. Identify life cycle cost implications.
5. Describe risk reduction.

**FORMAT FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL SECURITY AWARD**

**AWARD CATEGORY
“POLLUTION PREVENTION—WEAPON SYSTEM ACQUISITION TEAM”**

INTRODUCTION Describe the mission of the weapon system acquisition team.

BACKGROUND Briefly describe the acquisition program(s) supported. Describe the organization and staffing of the nominee, including functional offices represented and the management approach used. Describe other organizations that influenced the nominee's activities.

PROGRAM SUMMARY Summarize the nominee's major duties and responsibilities during the preceding two fiscal years, inclusive of the award fiscal year. Describe the extent to which the nominee incorporated environmental requirements and pollution prevention initiatives in its decision making process.

ACCOMPLISHMENTS Describe: (1) how well the nominee managed the program, (2) the program's technical merits, (3) how well the program supported military readiness, (4) how effectively the program's lessons learned may be transferred from the nominee to others, (5) the nominee's success in involving the local community in the program, and (6) the breadth of the program (see TAB G). Describe the nominee's most outstanding pollution prevention accomplishments during the preceding two fiscal years, inclusive of the award fiscal year, in the following areas, as applicable.

Incorporating Environmental Analysis Into the Acquisition Decision Making

Process Describe the extent to which the nominee met the requirements of: (1) DoD Directive 5000.1, “Defense Acquisition,” March 15, 1996, and DoD 5000.2-R, “Mandatory Procedures for Major Defense Acquisition Programs (MDAPS) and Major Automated Information System (MAIS) Acquisition Programs,” March 15, 1996, and (2) Under Secretary of Defense (Acquisition & Technology) memorandum, “Acquisition Pollution Prevention Initiative,” May 15, 1997. Describe the extent to which the nominee considered environmental issues associated with:

1. Weapon system design,
2. Weapon system manufacturing,
3. Weapon system test and evaluation,
4. Weapon system operations,
5. Weapon system logistics support,
6. Weapon system disposal, and
7. Overall weapon system life cycle costs.

Material Substitution

1. Describe steps taken to identify standardization documents, e.g. Military specifications and standards, technical orders, technical manuals, and maintenance

requirements cards, that required the use of substances regulated by Federal and State environmental laws. For standardization documents identified, describe steps been taken to revise the standardization documents to eliminate language that required use of environmentally regulated substances.

2. Describe the nominee's efforts to identify possible alternatives to environmentally harmful substances.
3. Describe the nominee's efforts to determine whether or not the substitutes were effective and met the safety, health, reliability, and other mission-related requirements of the weapon system.
4. Identify the environmental programs that the substituting material did or can eliminate.
5. Identify the processes impacted by the material substitution, and explain if the substitute is transferable to other DoD systems.

Improved Material Management

1. Describe how the nominee has changed its material management practices to reduce environmental liabilities.
2. Describe measurable results achieved with the change. For example: decrease in hazardous waste generated; decrease in hazardous waste disposed of by volume and cost; reduced risk to workers; reduced fines, penalties and notices of violation; and costs savings, e.g., reduced procurement of materials.

Research, Development, and Technology Demonstration/Validation

1. Describe relationship to user needs.
2. Describe demonstration of results.
3. Describe plans for implementation.

Process Modification or Improvement

1. Describe the original process, including cost to operate, length, efficiency, and environmental impacts.
2. Describe changes to the process, including cost to operate, length, efficiency, and environmental impact.
3. Describe risk, cost, emissions, and/or hazardous material use reductions achieved.
4. Describe the ability to transfer the improvement/modification to other DoD systems.

Education and Outreach

1. Describe programs to enhance pollution prevention awareness at any level or any functional area of the Military Department or Defense Agency.
2. Describe community involvement, activities, and affiliations of the nominee with civic and environmental organizations.
3. Describe cooperation with Federal, State, and local agencies, organizations, and academic institutions.

Reductions Achieved

1. Identify start and end point.
2. Describe the method of measurement.
3. Explain the cost savings/avoidance.
4. Identify life cycle cost implications/benefits.
5. Describe risk reduction.

**FORMAT FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL SECURITY AWARD**

**AWARD CATEGORIES
“RECYCLING—INDUSTRIAL INSTALLATION”
“RECYCLING—NON-INDUSTRIAL INSTALLATION/CWF”**

INTRODUCTION Describe the mission, approximate civilian and military population (unless classified), and total acreage of the nominee.

BACKGROUND Summarize the environmental challenges of the nominee. Describe the organization and staffing of the nominee’s recycling program, and the management approach used. Describe the nominee’s affirmative procurement program, including the involvement of environmental, procurement, and supply personnel.

PROGRAM SUMMARY Describe the objectives of the recycling and affirmative procurement programs, and the degree of attainment of objectives during the preceding two fiscal years, inclusive of the award fiscal year. Describe the outstanding features of the programs during that period.

ACCOMPLISHMENTS Describe the performance of the programs during the preceding two fiscal years, inclusive of the award fiscal year, in TAB E3. Describe: (1) how well the nominee managed the program, (2) the program’s technical merits, (3) how well the program supported the military readiness/civil works mission, (4) how effectively the program’s lessons learned may be transferred from the nominee to others, (5) the nominee’s success in involving the local community in the program, and (6) the breadth of the program (see TAB G).

**FORMAT FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL SECURITY AWARD**

**AWARD CATEGORY
“RECYCLING—INDIVIDUAL/TEAM”**

BACKGROUND List the individual's, or each team member's, name, title or position, and employing organization.

POSITION DESCRIPTION Provide a summary of the nominee's major routine duties and responsibilities during the preceding two fiscal years, inclusive of the award fiscal year.

ACCOMPLISHMENTS Describe the most outstanding accomplishments (see TAB E3) of the nominee during the preceding two fiscal years, inclusive of the award fiscal year. Describe: (1) how well the nominee managed the program, (2) the program's technical merits, (3) how well the program supported the military readiness/civil works mission, (4) how effectively the program's lessons learned may be transferred from the nominee to others, (5) the nominee's success in involving the local community in the program, and (6) the breadth of the program (see TAB G).

AWARDS AND SERVICES List and describe awards and other special recycling and/or affirmative procurement recognition given to the nominee during the preceding five fiscal years, inclusive of the award fiscal year. Describe related professional achievements, including community service work and participation in professional organizations.

RECYCLING ACCOMPLISHMENTS

Recycling Program

1. Type and size of the recycling program
2. Types of solid waste materials recycled
3. Other materials recycled (including hazardous)
4. Composting program
5. Solid waste reductions achieved
6. Cost savings
7. Closed-loop recycling projects
8. Source reduction projects
9. New recycling technologies or techniques used
10. Activities or communities benefited

Affirmative Procurement

1. Type and size of the affirmative procurement program
2. Functional areas participating in the affirmative procurement program
3. EPA guideline items purchased
4. Other recycled content items purchased
5. Increases achieved in the purchase and use of recycled content items
6. Modifications of specifications, statement of work, and contracts to promote purchases of recycled content items

Education, Outreach, and Partnering

1. Programs to enhance the awareness of recycling and affirmative procurement within DoD
2. Community involvement and activities, including affiliations with civic and environmental organizations
3. Partnering with other recycling and affirmative procurement programs (DoD, other Federal, State, local government, industry)

**FORMAT FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL SECURITY AWARD**

**AWARD CATEGORY
“ENVIRONMENTAL CLEANUP—INSTALLATION/CWF”**

INTRODUCTION Describe the mission, approximate civilian and military population (unless classified), and total acreage of the nominee. Describe the environmental, geographical, political, economic, and the community setting of the nominee.

BACKGROUND Summarize the nominee’s environmental cleanup challenges. Describe the organization and staffing of the nominee’s environmental cleanup program and the management approach used. Describe any community involvement programs in the cleanup program, such as restoration advisory boards (RABs) or technical review committees (TRCs). List any environmental restoration agreements, and the dates of their preparation or last revision. List any relevant environmental cleanup plans, schedules, or associated documents, e.g., records of decision, engineering evaluation/cost analysis. List any initiatives undertaken in the cleanup program.

PROGRAM SUMMARY

Describe the objectives of the environmental cleanup program and the degree of success reached for each objective during the preceding two fiscal years, inclusive of the award fiscal year.

ACCOMPLISHMENTS Describe: (1) how well the nominee managed the program, (2) the program’s technical merits, (3) how well the program supported the military readiness/civil works mission, (4) how effectively the program’s lessons learned may be transferred from the nominee to others, (5) the nominee’s success in involving the local community in the program, and (6) the breadth of the program (see TAB G). Describe the most outstanding accomplishments during the preceding two fiscal years, inclusive of the award fiscal year, in the following areas, as applicable:

Fast Track Cleanup

1. List the accomplishments of the nominee’s cleanup team (BCT), including proposals analyzed and decisions made.
2. Identify the number of acres, or percentage of land, cleaned up and subsequently transferred back to the community.
3. Describe initiatives of the re-use plan.
4. Give examples of streamlining the environmental cleanup process that have resulted in an accelerated cleanup.

Innovative Technology Demonstration/Validation and Implementation

1. Provide examples of innovative technologies that reduced the nominee’s cleanup costs.

2. Describe innovative technologies the nominee demonstrated and validated and/or implemented.

Partnerships Addressing Environmental Cleanup Issues Between DoD and Other Entities

1. Describe how the nominee has teamed with the State, local government, affected community, or other Federal agencies to improve the environmental cleanup effort.
2. Describe tangible results and decisions and/or agreements reached.

Restoration Advisory Boards (RABs)

1. For a RAB that has been operating for at least one year, describe significant accomplishments achieved.
2. Explain how the community reacted to the RAB.
3. Explain if there has been a positive change in public opinion regarding the cleanup program since the RAB's formation.

Opportunities for Small and Small Disadvantaged Businesses in Environmental Cleanup

1. Describe small business community involvement in, and how they received information regarding opportunities under, the nominee's environmental cleanup program.
2. Identify the number of jobs the nominee generated in-house and in the community as a result of the nominee's environmental cleanup program.
3. Identify awards or recognition received for promoting small business opportunities.

Reducing Risk to Human Health and the Environment

1. Describe interim actions taken by the nominee.
2. Describe improvements in the nominee's site management techniques.
3. Describe improvements in the nominee's site characterization techniques.

**FORMAT FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL SECURITY AWARD**

**AWARD CATEGORY
“ENVIRONMENTAL CLEANUP—INDIVIDUAL/TEAM”**

BACKGROUND List the individual's, or each team member's, name, title or position, and employing organization.

POSITION DESCRIPTION Provide a summary of the nominee's major routine duties and responsibilities during the preceding two fiscal years, inclusive of the award fiscal year.

AWARDS AND SERVICES List and describe awards and other special environmental cleanup recognition given to the nominee during the preceding five fiscal years, inclusive of the award fiscal year. Describe related professional achievements, including community service work and participation in professional organizations.

ACCOMPLISHMENTS Describe: (1) how well the nominee managed the program, (2) the program's technical merits, (3) how well the program supported the military readiness/civil works mission, (4) how effectively the program's lessons learned may be transferred from the nominee to others, (5) the nominee's success in involving the local community in the program, and (6) the breadth of the program (see TAB G). Describe the most outstanding accomplishments of the individual/team during the preceding two fiscal years, inclusive of the award fiscal year, in the following areas, as applicable:

Accelerating Cleanup/Reducing Risk to Human Health and the Environment

1. Give examples of streamlining the cleanup process that have resulted in an accelerated cleanup.
2. Describe interim actions taken.
3. Describe improvements in site characterization techniques implemented.
4. Describe management techniques utilized to keep the program within schedule and budget.

Stakeholder Involvement

1. Describe contributions to the Restoration Advisory Board (RAB).
2. Explain if public opinion changed positively regarding the cleanup process.
3. Describe stakeholders' involvement in the cleanup decision making process.
4. List efforts to increase community involvement.

Regulatory Coordination

1. Describe teaming with Federal, State, and local government agencies to improve the cleanup effort.
2. Describe the management techniques used to maintain regulator involvement.

Cost Avoidance

1. Describe attempts to minimize costs of the cleanup program.
2. Give examples of innovative technologies implemented that reduced cleanup costs.

Other Benefits

1. Explain how we can implement these significant accomplishments at other locations.
2. Give examples of enhancing stewardship, readiness, and quality of life.
3. Give examples of perseverance in the face of mounting difficulties.

**JUDGING GUIDANCE FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL SECURITY AWARD**

GENERAL

It is not necessary to compare quantitatively an installation with a civil works facility for the installation/civil works facility awards; or an individual with a team for the individual/team awards. Rather, compare them qualitatively. Using the six categories, below, judge based on: (1) how well the nominee managed the program, (2) the program's technical merits, (3) how well the program supported the military readiness/civil works mission, (4) how effectively the program's lessons learned may be transferred from the nominee to others, (5) the nominee's success in involving the local community in the program, and (6) the breadth of the program.

PROGRAM MANAGEMENT

1. How much improvement did the nominee demonstrate during the period under consideration?
2. Was there an appropriate management structure (including sufficient personnel) too effectively manage the program?
3. Did the program demonstrate coordination with other internal offices, e.g., funds manager, master planner, real property manager, utilities engineer, etc.?
4. Were all required plans prepared and were they up-to-date?
5. Did the program comply with all applicable statutes and regulations?
6. Were all sources of funding explored? Successfully?
7. Did the nominee clearly identify program milestones?
8. What were the program cost savings and benefits?

TECHNICAL MERIT

1. Did the nominee use sound environmental management techniques?
2. Did the nominee use innovative, new techniques and good judgment? Of the techniques used, were any successful? In what way?
3. Was the program effective in protecting, enhancing, and/or restoring the environment?
4. Did the program target source reduction of waste and harmful discharges and emissions?
5. While enhancing one sector of the environment, did the program subject other parts of the environment to real or potential hazards?
6. Did the program promote more efficient use of resources?

ORIENTATION TO MISSION

1. Did the program demonstrate coordination with individuals, e.g., trainers and operators, responsible for the nominee's military readiness/civil works mission?
2. Did the program contribute to the successful execution of the nominee's military readiness/civil works mission?
3. Did the program help identify and develop "mitigation measures" as necessary? Were these measures effective?

TRANSFERABILITY

1. Can others adopt this program elsewhere within and/or outside of DoD?
2. Will program results outlive the presence of the specific individual(s) responsible for the program's success?

COMMUNITY INTERACTION

1. Did the program interact with the surrounding community?
2. Did the nominee establish volunteer and partnership programs? What were the contributions of these partners?
3. Did the nominee develop public and in-house education programs?
4. Did the program promote public access?

PROGRAM BREADTH

Did the program include the following areas, as applicable to specific award categories:

Natural Resources Conservation

1. Ecosystem Management
2. Hunting and Fishing
3. Commercial Forestry
4. Agricultural Out-Leasing
5. Management for Sensitive Ecosystems and Species
6. Soil and Water Conservation
7. Habitat Enhancement, Restoration, and Creation
8. Outdoor Recreation and Public Access
9. Wetlands and Coastal Zone Protection
10. Volunteer and Partnership Programs

Cultural Resources Management

1. Historical Buildings and Structures
2. Archeological Resources
3. Native American Program
4. Curation
5. Awareness and Education
6. Cultural Resources Compliance

Environmental Quality

1. Full Environmental Compliance
2. Air Pollution Abatement
3. Water Supply and Waste Water Management
4. Hazardous Materials and Hazardous Waste Management
5. Spill Prevention, Preparedness, and Planning for Emergency Response
6. Underground Storage Tank Management
7. Noise Pollution Abatement
8. Solid Waste Management
9. Asbestos, Lead Paint, and Radon Control
10. Pest Management
11. Environmental Education and Training

12. Environmental Planning and Management
13. Cost Controls and Efficiency of Analysis
14. Innovations in Procedures and/or Analysis
15. Monitoring Impacts and Mitigation Measures
16. Usefulness in the Decision-Making Process
17. Incorporation of Executive Order 12898, as Appropriate

Pollution Prevention and Recycling

1. Increased Recycling Activities
2. Reduction in Solid, Hazardous, and Toxic Waste
3. Use of Substitute Materials
4. Increased Efficiency in the Use of Energy, Water, and/or Raw Materials
5. Procurement/Acquisition of Environmentally Sound Products
6. Life Cycle Cost Analysis

Environmental Cleanup

1. Involved Affected States, Communities, and Other Stakeholders
2. Management of Risk Reduction
3. Full Environmental Compliance
4. Demonstration/Validation and/or Implementation of Innovative Cleanup Technologies

FY99 Secretary of the Army Environmental Awards Summary Sheet

Instructions: Complete this form and attach to each nomination submission.

___ Natural Resources Conservation	___ Small Installation (\leq 10,000 acres) ___ Large Installation ($>$ 10,000 acres) ___ Individual ___ Team
___ Cultural Resources Management	___ Installation ___ Individual ___ Team
___ Environmental Quality	___ Non-Industrial Installation ___ Industrial Installation ___ Team ___ Individual
___ Pollution Prevention	___ Non-Industrial Installation ___ Industrial Installation ___ Weapon Systems Acquisition Team ___ Individual
___ Recycling	___ Non-Industrial Installation ___ Industrial Installation ___ Team ___ Individual
___ Environmental Cleanup	___ Installation ___ Team ___ Individual

1. Name of an Individual (*as it will appear on certificate*)_____

Position_____

DoD Civilian? Yes_____ No_____ Other_____

2. Installation/Facility Name (*as it will appear on certificate*)_____

Program POC_____

Telephone Number (commercial)_____

Fax Number (commercial)_____

Telephone Number (DSN)_____

E-mail address_____

Express Mailing Address (*must include a building number and a street name*)____

3. Installation/Facility Public Affairs POC_____

Telephone Number (commercial)_____

Fax Number (commercial)_____

Telephone Number (DSN)_____

E-mail address_____

Express Mailing Address (*must include a building number and a street name*)____

4. MACOM Name_____

Awards POC _____

Telephone Number (commercial)_____

Fax Number (commercial)_____

Telephone Number (DSN)_____

E-mail address_____

MACOM **Express** Mailing Address (*must include a building number and a street name*)

5. MACOM Public Affairs POC_____

Telephone Number (commercial)_____

Fax Number (commercial)_____

Telephone Number (DSN)_____

E-mail address_____

Express Mailing Address (*must include a building number and a street name*)____

USAEC POC: Ms. Sujata Ghosh, DSN 584-1692 or (410) 436-1692; fax 1695;

Email sghosh@aec.apgea.army.mil.

JUDGING GUIDANCE FOR Natural Resources Conservation Award

On a scale of 1 to 10, rate the nominee on each of the following areas. (10 = very best)

A. *How well did the nominee manage the program?*

1. How much improvement did the nominee demonstrate during the period under consideration?	
2. Was there an appropriate management structure (including sufficient personnel) to effectively manage the program?	
3. Did the program demonstrate coordination with other internal offices, e.g., funds manager, master planner, real property manager, utilities engineer, etc.?	
4. Were all required plans prepared and were they up-to-date?	
5. Did the program comply with all applicable statutes and regulations?	
6. Were all sources of funding explored? Successfully?	
7. Did the nominee clearly identify program milestones?	
8. What were the program cost savings and benefits?	
Total	

B. *What is the nominee's overall technical merit?*

1. Did the nominee use sound environmental management techniques?	
2. Did the nominee use innovative, new techniques and good judgment? Of the techniques used, were any successful? In what way?	
3. Was the program effective in protecting, enhancing, and/or restoring the environment?	
4. Did the program target source reduction of waste and harmful discharges and emissions?	
5. While enhancing one sector of the environment, did the program subject other parts of the environment to real or potential hazards?	
6. Did the program promote more efficient use of resources?	
Total	

C. *How well did the program support the military readiness/civil works mission?*

1. Did the program demonstrate coordination with individuals, e.g., trainers and operators, responsible for the nominee's military readiness/civil works mission?	
2. Did the program contribute to the successful execution of the nominee's military readiness/civil works mission?	
3. Did the program help identify and develop "mitigation measures" as necessary? Were these measures effective?	
Total	

D. How effectively can the program's lessons learned be transferred from the nominee to others?

1. Can others adopt this program elsewhere within and/or outside of DoD?	
2. Will program results outlive the presence of the specific individual(s) responsible for the success of the program?	
Total	

E. What was the nominee's success in involving the local community in the program?

1. Did the program interact with the surrounding community?	
2. Did the nominee establish volunteer and partnership programs? What were the contributions of these partners?	
3. Did the nominee develop public and in-house education programs?	
4. Did the program promote public access?	
Total	

F. PROGRAM BREADTH

Did the program include the following areas? Yes = 1 point No = 0 points

1. Ecosystem management	
2. Hunting and fishing	
3. Commercial forestry	
4. Agricultural out-leasing	
5. Management for sensitive ecosystems and species	
6. Soil and water conservation	
7. Habitat enhancement, restoration, and creation	
8. Outdoor recreation and public access	
9. Wetlands and coastal zone protection	
10. Volunteer and partnership programs	
Total	

Calculate the overall total by adding up the scores from each of the areas above.

A. Program management	
B. Technical merit	
C. Military readiness / civil works mission	
D. Transfer of lessons learned	
E. Local community involvement	
F. Program breadth	
Overall Total	

In general, was the nomination easy to read?

Was the content interesting?

Was pertinent information easy to find?

JUDGING GUIDANCE FOR Cultural Resources Management Award

On a scale of 1 to 10, rate the nominee on each of the following areas. (10 = very best)

A. How well did the nominee manage the program?

1. How much improvement did the nominee demonstrate during the period under consideration?	
2. Was there an appropriate management structure (including sufficient personnel) to effectively manage the program?	
3. Did the program demonstrate coordination with other internal offices, e.g., funds manager, master planner, real property manager, utilities engineer, etc.?	
4. Were all required plans prepared and were they up-to-date?	
5. Did the program comply with all applicable statutes and regulations?	
6. Were all sources of funding explored? Successfully?	
7. Did the nominee clearly identify program milestones?	
8. What were the program cost savings and benefits?	
Total	

B. What is the nominee's overall technical merit

1. Did the nominee use sound environmental management techniques?	
2. Did the nominee use innovative, new techniques and good judgment? Of the techniques used, were any successful? In what way?	
3. Was the program effective in protecting, enhancing, and/or restoring the environment?	
4. Did the program target source reduction of waste and harmful discharges and emissions?	
5. While enhancing one sector of the environment, did the program subject other parts of the environment to real or potential hazards?	
6. Did the program promote more efficient use of resources?	
Total	

C. How well did the program support the military readiness/civil works mission?

1. Did the program demonstrate coordination with individuals, e.g., trainers and operators, responsible for the nominee's military readiness/civil works mission?	
1. Did the program contribute to the successful execution of the nominee's military readiness/civil works mission?	
2. Did the program help identify and develop "mitigation measures" as necessary? Were these measures effective?	
Total	

D. How effectively can the program's lessons learned be transferred from the nominee to others?

1. Can others adopt this program elsewhere within and/or outside of DoD?	
2. Will program results outlive the presence of the specific individual(s) responsible for the program's success?	
Total	

E. What was the nominee's success in involving the local community in the program?

1. Did the program interact with the surrounding community?	
2. Did the nominee establish volunteer and partnership programs? What were the contributions of these partners	
3. Did the nominee develop public and in-house education programs?	
4. Did the program promote public access	
Total	

F. PROGRAM BREADTH

Did the program include the following areas? Yes = 1 point No = 0 points

1. Historical buildings and structures	
2. Archeological resources	
3. Native American program	
4. Curation	
5. Awareness and education	
6. Cultural resources compliance	
Total	

Calculate the overall total by adding up the scores from each of the areas above.

A. Program management	
B. Technical merit	
C. Military readiness / civil works mission	
D. Transfer of lessons learned	
E. Local community involvement	
F. Program breadth	
Overall Total	

In general, was the nomination easy to read?

Was the content interesting?

Was pertinent information easy to find?

JUDGING GUIDANCE FOR Environmental Quality Award

On a scale of 1 to 10, rate the nominee on each of the following areas. (10 = very best)

A. How well did the nominee manage the program?

1. How much improvement did the nominee demonstrate during the period under consideration?	
2. Was there an appropriate management structure (including sufficient personnel) to effectively manage the program?	
3. Did the program demonstrate coordination with other internal offices, e.g., funds manager, master planner, real property manager, utilities engineer, etc.?	
4. Were all required plans prepared and were they up-to-date?	
5. Did the program comply with all applicable statutes and regulations?	
6. Were all sources of funding explored? Successfully?	
7. Did the nominee clearly identify program milestones?	
8. What were the program cost savings and benefits?	
Total	

B. What is the nominee's overall technical merit?

1. Did the nominee use sound environmental management techniques?	
2. Did the nominee use innovative, new techniques and good judgment? Of the techniques used, were any successful? In what way?	
3. Was the program effective in protecting, enhancing, and/or restoring the environment?	
4. Did the program target source reduction of waste and harmful discharges and emissions?	
5. While enhancing one sector of the environment, did the program subject other parts of the environment to real or potential hazards?	
6. Did the program promote more efficient use of resources?	
Total	

C. How well did the program support the military readiness/civil works mission?

1. Did the program demonstrate coordination with individuals, e.g., trainers and operators, responsible for the nominee's military readiness/civil works mission?	
2. Did the program contribute to the successful execution of the nominee's military readiness/civil works mission?	
3. Did the program help identify and develop "mitigation measures" as necessary? Were these measures effective?	
Total	

D. How effectively can the program's lessons learned be transferred from the nominee to others?

1. Can others adopt this program elsewhere within and/or outside of DoD?	
2. Will program results outlive the presence of the specific individual(s) responsible for the program's success?	
Total	

E. What was the nominee's success in involving the local community in the program?

1. Did the program interact with the surrounding community?	
2. Did the nominee establish volunteer and partnership programs? What were the contributions of these partners?	
3. Did the nominee develop public and in-house education programs?	
4. Did the program promote public access?	
Total	

F. PROGRAM BREADTH

Did the program include the following areas? Yes = 1 point No = 0 points

1. Full environmental compliance	
2. Air pollution abatement	
3. Water supply and waste water management	
4. Hazardous materials and hazardous waste management	
5. Spill prevention, preparedness, and planning for emergency response	
6. Underground storage tank management	
7. Noise pollution abatement	
8. Solid waste management	
9. Asbestos, lead paint, and radon control	
10. Pest management	
11. Environmental education and training	
12. Environmental planning and management	
13. Cost controls and efficiency of analysis	
14. Innovations in procedures and/or analysis	
15. Monitoring impacts and mitigation measures	
16. Usefulness in the decision-making process	
17. Incorporation of Executive Order 12898, as appropriate	
Total	

Calculate the overall total by adding up the scores from each of the areas above.

A. Program management	
B. Technical merit	
C. Military readiness / civil works mission	
D. Transfer of lessons learned	
E. Local community involvement	
F. Program breadth	
Overall Total	

In general, was the nomination easy to read?

Was the content interesting?

Was pertinent information easy to find?

JUDGING GUIDANCE FOR Pollution Prevention & Recycling Award

On a scale of 1 to 10, rate the nominee on each of the following areas (10 = very best).

A. How well did the nominee manage the program?

1. How much improvement did the nominee demonstrate during the period under consideration?	
2. Was there an appropriate management structure (including sufficient personnel) to effectively manage the program?	
3. Did the program demonstrate coordination with other internal offices, e.g., funds manager, master planner, real property manager, utilities engineer, etc.?	
4. Were all required plans prepared and were they up-to-date?	
5. Did the program comply with all applicable statutes and regulations?	
6. Were all sources of funding explored? Successfully?	
7. Did the nominee clearly identify program milestones?	
8. What were the program cost savings and benefits?	
Total	

B. What is the nominee's overall technical merit?

1. Did the nominee use sound environmental management techniques?	
2. Did the nominee use innovative, new techniques and good judgment? Of the techniques used, were any successful? In what way?	
3. Was the program effective in protecting, enhancing, and/or restoring the environment?	
4. Did the program target source reduction of waste and harmful discharges and emissions?	
5. While enhancing one sector of the environment, did the program subject other parts of the environment to real or potential hazards?	
6. Did the program promote more efficient use of resources?	
Total	

C. How well did the program support the military readiness/civil works mission?

1. Did the program demonstrate coordination with individuals, e.g., trainers and operators, responsible for the nominee's military readiness/civil works mission?	
2. Did the program contribute to the successful execution of the nominee's military readiness/civil works mission?	
3. Did the program help identify and develop "mitigation measures" as necessary? Were these measures effective?	
Total	

D. How effectively can the program's lessons learned be transferred from the nominee to others?

1. Can others adopt this program elsewhere within and/or outside of DoD?	
2. Will program results outlive the presence of the specific individual(s) responsible for the success of the program?	
Total	

E. What was the nominee's success in involving the local community in the program?

1. Did the program interact with the surrounding community?	
2. Did the nominee establish volunteer and partnership programs? What were the contributions of these partners?	
3. Did the nominee develop public and in-house education programs?	
4. Did the program promote public access?	
Total	

F. PROGRAM BREADTH

Did the program include the following areas? Yes = 1 point No = 0 points

1. Increased recycling activities	
2. Reduction in solid, hazardous, and toxic waste	
3. Use of substitute materials	
4. Increased efficiency in the use of energy, water, and/or raw materials	
5. Procurement/acquisition of environmentally sound products	
6. Life cycle cost analysis	
Total	

Calculate the overall total by adding up the scores from each of the areas above.

A. Program management	
B. Technical merit	
C. Military readiness / civil works mission	
D. Transfer of lessons learned	
E. Local community involvement	
F. Program breadth	
Overall Total	

In general, was the nomination easy to read?

Was the content interesting?

Was pertinent information easy to find?

JUDGING GUIDANCE FOR Environmental Cleanup Award

On a scale of 1 to 10, rate the nominee on each of the following areas. (10 = very best)

A. *How well did the nominee manage the program?*

1. How much improvement did the nominee demonstrate during the period under consideration?	
2. Was there an appropriate management structure (including sufficient personnel) to effectively manage the program?	
3. Did the program demonstrate coordination with other internal offices, e.g., funds manager, master planner, real property manager, utilities engineer, etc.?	
4. Were all required plans prepared and were they up-to-date?	
5. Did the program comply with all applicable statutes and regulations?	
6. Were all sources of funding explored? Successfully?	
7. Did the nominee clearly identify program milestones?	
8. What were the program cost savings and benefits?	
Total	

B. *What is the nominee's overall technical merit?*

1. Did the nominee use sound environmental management techniques?	
2. Did the nominee use innovative, new techniques and good judgment? Of the techniques used, were any successful? In what way?	
3. Was the program effective in protecting, enhancing, and/or restoring the environment?	
4. Did the program target source reduction of waste and harmful discharges and emissions?	
5. While enhancing one sector of the environment, did the program subject other parts of the environment to real or potential hazards?	
6. Did the program promote more efficient use of resources?	
Total	

C. *How well did the program support the military readiness/civil works mission?*

1. Did the program demonstrate coordination with individuals, e.g., trainers and operators, responsible for the nominee's military readiness/civil works mission?	
2. Did the program contribute to the successful execution of the nominee's military readiness/civil works mission?	
3. Did the program help identify and develop "mitigation measures" as necessary? Were these measures effective?	
Total	

D. How effectively can the program's lessons learned be transferred from the nominee to others?

1. Can others adopt this program elsewhere within and/or outside of DoD?	
2. Will program results outlive the presence of the specific individual(s) responsible for the program's success?	
Total	

E. What was the nominee's success in involving the local community in the program?

1. Did the program interact with the surrounding community?	
2. Did the nominee establish volunteer and partnership programs? What were the contributions of these partners?	
3. Did the nominee develop public and in-house education programs?	
4. Did the program promote public access?	
Total	

F. PROGRAM BREADTH

Did the program include the following areas? Yes = 1 point No = 0 points

1. Involved affected states, communities, and other stakeholders	
2. Management of risk reduction	
3. Full environmental compliance	
4. Demonstration/validation and/or implementation of innovative cleanup technologies	
Total	

Calculate the overall total by adding up the scores from each of the areas above.

A. Program management	
B. Technical merit	
C. Military readiness / civil works mission	
D. Transfer of lessons learned	
E. Local community involvement	
F. Program breadth	
Overall Total	

In general, was the nomination easy to read?

Was the content interesting?

Was pertinent information easy to find?
